

**MAIL MANAGEMENT BULLETIN**  
**FY 2013**  
**July 13 – August 13**

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Welcome to the USPS mailing and shipping bulletin! The home of new and exciting postal information!

Summer is officially here and it's time for a vacation. Don't forget to make provisions for your mail collection, or your mailbox may be too full to put mail in!

Your contacts for NOAA's Mail Management functions:

Rita E. Argueta – NOAA Mail Manager, (301) 713-2220 x181

Floyd Creecy – National NOAA Mail Manager, (301) 713-2411 x165

**It is important that you read the information provided in this bulletin. A lot of research and effort goes into providing you with the most up-to-date, cost-saving, and correct information regarding NOAA mailing procedures and safety.**

You are encouraged to suggest fresh and interesting postal topics. Please feel free to submit changes and/or offer suggestions to make this bulletin useful and beneficial to you and everyone who reads it.

**POSTAGE METERS**

**Postage Meter Information**

**“Do you have a Meter?”**

It's time to update the Mail Management team with your postage meter information. What do you think they might need? Your Mail Management team will need information such as; vendor, make, and model.

A few of you have decided that a postage meter no longer fits your needs. We are proud of your decision to assist in cost savings measures. Please inform us of which form of shipping and mailing your office is currently taking advantage of.

Please email this information to Rita Argueta at [rita.e.argueta@noaa.gov](mailto:rita.e.argueta@noaa.gov) or Floyd Creecy at [floyd.creecy@noaa.gov](mailto:floyd.creecy@noaa.gov). We appreciate your prompt attention to this and taking the time to keep us informed.

## **USPS NEWS & UPDATES**

### **Safety and Security**

#### **“Busted: Myths about Mail Security”**

There are 4 myths about mail security that we would like to share with you. In the next 4 issues we will reveal one of those myths. “Stay tuned for the mystery of the myth.”

#### **Myth #1 – The threat is not as serious as it was 10 years ago.**

Threats occur on a daily basis. There are not as many headlines as during the anthrax scare a decade ago, but many corporations and government installations do not want the publicity of talking about hate mail. Being in the headlines is also a goal of terrorists, so being less public also serves the greater good.

#### **“Package Tracking”**

Gotten any calls lately asking, “I’m expecting a package and just wanted to know if you have it?” Here’s a good way to find out what USPS has posted concerning that package. Go to <https://www.usps.com/> and click on Search USPS.com or Track Packages in the top right of the page.

## **MAILING AND SHIPPING**

### **Accounting**

#### **“Printed too many Stamps”**

Sometimes we find ourselves in an unexpected situation concerning the printing of too many postage stamps, which equals to \$\$\$ spent. Do not fret, there are ways to deal with this situation.

Scenario 1: “I’m so busy sometimes and I print too much money on a printed postage stamp. “What should I do?” In the event you print just one stamp with too much money. You can save the stamp until a package has been received that can utilize that stamp amount. If the stamp amount needed is more than your current stamp. Print another one in the amount of the difference and place both stamps on the package. If the date has already passed you can printing a stamp for \$0.00 for the current date and adding it to the letter or package is acceptable.

Scenario 2: “Unfortunately I printed 200 stamps on envelopes that were to go to the post office this afternoon. The mailer has just informed me that this mailing cannot go out because there is an error in the enclosed correspondence. “What should I do?” Keep the stamped mailing for evidence to be presented at the post office for a refund or postage credit. Take the incorrectly stamped mailing to the post office, request and complete PS Form 3533. The post office will deduct a fee for completing this transaction and will issue you a refund. Notify your mail management team for further guidance.

## **Mail Management**

### **Information**

#### **“For your Reference”**

All past and future mail bulletins as well as management guidance is posted on the Mail Management website at:

[http://www.corporateservices.noaa.gov/facmd/logistics\\_management/mail\\_management/](http://www.corporateservices.noaa.gov/facmd/logistics_management/mail_management/)

#### **“Your Mail Management Team”**

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